

**FIRST BAPTIST CHURCH
OF SHALLOTTE,
NORTH CAROLINA**

PERSONNEL POLICIES

AND

PROCEDURES MANUAL

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**FIRST BAPTIST CHURCH
OF SHALLOTTE, NORTH CAROLINA**

PERSONNEL POLICIES & PROCEDURES MANUAL

Adopted: March 2006

MISSION STATEMENT

First Baptist Church of Shallotte, Inc. exists, to fulfill the Great Commission of Jesus Christ by:

- ***Evangelizing*** – reaching the lost with the Good News of Jesus Christ;
- ***Educating*** – maturing believers into faithful followers of the Lord Jesus Christ;
- ***Exalting*** – worshiping to give the Lord the glory, praise and honor due His name;
- ***Edifying*** – encouraging believers to grow in Christ likeness in both word and deed; and
- ***Equipping*** – equipping the church to do the work of the ministry through missions and service.

INTRODUCTORY REMARKS

This Personnel Policies and Procedures manual applies to all employees, exempt and non-exempt, of First Baptist Church. The term employee in this document refers to everyone who is compensated in any way, including interns, by First Baptist Church. It is intended to provide guidelines and important information about the church's personnel policies, procedures, benefits and rules of conduct.

It is important that each employee of the church read, understand and become familiar with the manual and comply with the standards that have been established. If an employee has further questions, concerns or needs additional information, he or she may talk with the Pastor or appropriate supervisor.

As our church grows and changes, the church anticipates future needs and situations to arise. As a result, the Personnel Committee and/or the church reserves the right to modify, supplement, rescind or revise any policy, benefit or provision from time to time, as it deems necessary or appropriate. It should be noted that any conflict with the Constitution or

Bylaws of the church are unintentional and in the event of any conflict, the Constitution and Bylaws shall govern.

SECTION I: CODE OF CONDUCT

The Code of Conduct contains standards, which First Baptist Church of Shallotte expects all ministers and employees to observe and maintain. The Code contains some of the most important rules of the church. They are designed:

1. To encourage a ministering spirit in each employee,
2. To clearly state spiritual disciplines which ensure that the work of the church is done orderly and effectively, and
3. To define acceptable and unacceptable behavior on the part of employees in relationships with fellow workers, members, and church guests.

The Code is intended to guide and not to inhibit. It is understood that the Code does not cover every possible situation. Generally, no conduct is appropriate which is disruptive, unproductive, immoral, unethical, or illegal. Employees of First Baptist Church of Shallotte shall be expected to abide by the very highest ethical and moral standards and exhibit Christian character within and outside the church and both on and off the church campus. The church will gladly arrange and/or provide counseling and spiritual encouragement for any employee who faces depression or discovers the inability to control inappropriate behavior.

It is critically important that every employee of the church view himself/herself as a minister in the workplace and conduct himself/herself in the spirit and by the example of Christ. While some amount of stress may be expected in any workplace, all employees of First Baptist Church of Shallotte shall be allowed to work in an environment that is free from undue stress and harassment.

Each employee shall be expected to avoid the appearance of impropriety and to give his/her best in conduct, appearance, and ministry to those who are employed by the church and to those who participate in activities of the church.

A. The following guidelines shall compose the Code of Conduct, which is incumbent upon each employee of First Baptist Church of Shallotte.

1. No employee of First Baptist Church of Shallotte shall harass another person by conduct or communication of a sexual nature.

Sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature shall not be tolerated and may result in termination. Employees of this church may not, under any circumstances, engage in immoral or indecent conduct, soliciting persons for immoral purposes, and the acting and/or abetting for any of the above. For example, a leader or supervisor should not flirt with someone for whom he/she is responsible. Such conduct takes unfair and negative advantage of the spirit of trust, confidence, and spiritual goodwill which employees, members, visitors, or students inevitably invest in church employees.

2. No conduct shall be tolerated on the part of an employee where a younger person (a child, student, or young adult) under the supervision of the employee feels pressured to engage in activity that embarrasses or brings shame.
3. Abusive language, language that contains vulgarities or jokes or comments of a sexual nature, or language that reflects negatively upon another person's race, color, or creed shall not be permitted on the part of any employee. The unjust discrimination against other employees, members of the church or church guests shall not be tolerated.
4. Employees of First Baptist Church of Shallotte shall be held to the highest ethical and moral standards in fiscal matters. Each staff member shall set good examples in matters of personal finance. Members of the staff must be very guarded and cautious in matters that relate to church finance. Employees other than the church and financial secretaries or individuals designated by the Finance Committee shall not handle cash contributions or deposits of the church. The use of church funds or church credit cards for personal use or purchases is strictly prohibited.

B. Under no circumstances shall the following behaviors be committed by employees:

1. The unauthorized use of church property or church vehicles.
2. The supplying of false or misleading information when applying for employment, being interviewed for a position, or while in the employ of First Baptist Church of Shallotte.
3. The theft or misappropriation of church property.
4. The discussion, with other employees or church members or

guests, of matters, which should obviously be viewed as confidential. (Examples: personal information, gifts by members or guests, or confessions.)

5. The possession of dangerous or deadly weapons while on church premises and while participating in church functions off campus.
6. The unauthorized use, possession, or sale of intoxicants or drugs.
7. The use of alcoholic beverages and tobacco products while on church premises and while participating in church functions off campus.
8. Unauthorized use of church telephones, computers, copy machines, and other office equipment and supplies for personal business.
9. The making or publishing of false, vicious, or malicious statements concerning any person.
10. Excessive tardiness or absenteeism without a valid excuse.
11. Violating any federal, state, or local laws or encouraging others to do so.

The violation of any of these codes should be promptly reported to the Pastor or Personnel Committee. Any complaints against the Pastor should be reported promptly to the Personnel Committee. All complaints will be thoroughly investigated by the Personnel Committee.

All reports shall be treated with strict confidentiality. Only those individuals necessary for an investigation will be given information.

It shall be the responsibility of the Personnel Committee to determine what, if any, action is to be taken. The report regarding the outcome of the investigation shall be guarded by extreme confidentiality if it is determined there is no validity to the complaint. In the event of valid complaints, a report shall be presented to the church citing the violation, action taken, and further recommendation if any.

SECTION II: SEXUAL HARASSMENT POLICY

It is the intention of the Personnel Committee to ensure that **ALL** employees, part-time and full time see themselves as “ministers” in the workplace and conduct themselves in the spirit and by the example of

Christ. Sexual harassment is a form of misconduct, which undermines the integrity of employment relationships. All employees of this church shall be allowed to work in an environment free from such sexual harassment.

No employee of First Baptist Church of Shallotte shall harass another individual by conduct or communication of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature shall not be tolerated and may result in termination.

A. Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a church employee whether in the presence of, within view of, or directed at another individual constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term of the person's participation in any activities;
2. Submission to or rejection of such conduct by a member or employee is used as a basis for activity or help that a staff member might be expected to provide;
3. Such conduct has the purpose or effect of unreasonably interfering with or of creating an intimidating, hostile or offensive work place or environment; or

B. Sexual harassment, as defined above, may include but is not limited to the following:

1. Continued remarks or jokes having a sexual connotation;
2. Pressure for sexual activity;
3. Deliberate unwelcome touching;
4. Suggestions or demands for sexual involvement or inappropriate involvement.

All complaints of sexual harassment must be promptly reported to the Pastor or Personnel Committee. Any complaints against the Pastor shall be reported promptly to the Personnel Committee. All complaints will be thoroughly investigated by the Personnel Committee.

All complaints of sexual harassment shall be confidential. Only those individuals necessary for the investigation are given information.

It shall be the responsibility of the Personnel Committee to determine what, if any, action is to be taken. The report regarding the outcome of the investigation shall be guarded by extreme confidentiality. In the event of valid complaints, a report shall be presented to the church citing the violation, action taken, and further recommendation if any.

SECTION III: EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Employment is the mutual consent between the employee and First Baptist Church of Shallotte. Therefore, both the employee and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment is an *at will* relationship which will remain in effect throughout employment with the church unless it is specifically modified by a written agreement signed by the Pastor with the approval of the Personnel Committee.

This *at will* employment relationship may not be modified by any oral or implied agreement.

First Baptist Church of Shallotte does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, or any other characteristic prohibited by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. Any employee with questions or concerns about any type of discrimination is encouraged to bring those issues to the attention of the Pastor or his or her appropriate supervisor.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the church's equal opportunity objectives. If an employee observes a violation of this policy, he or she should report it immediately to the Pastor or his or her appropriate supervisor. Violation of this policy may result in disciplinary action, up to and including termination.

EMPLOYMENT OF MINORS

If an employee is not at least eighteen (18) years old, the employee is required by law to provide a valid Work Permit, High School Diploma or Certificate of Proficiency before being allowed to work. The terms and conditions of the Work Permit, as well as the provisions of state and federal law restrict the employment of minors.

EMPLOYMENT OF RELATIVES

Relatives of current employees may not occupy a position such that they work under the direct supervision of their relative. First Baptist Church of Shallotte reserves the right to reassign or transfer supervision or terminate employees should conflict of interest arise because of personal relationships between employees, even if there is no direct line of authority involved.

SECTION IV: BENEFITS

PERSONAL LEAVE

Employees of the First Baptist Church of Shallotte are granted leave as shown below.

Sick leave for all full-time employees working 35 hours or more per week will be accrued on the basis of one (1) day a month to a maximum of 12 days per year. There will be no pay involved with any sick leave accumulation upon termination of employment, and sick leave may not be accumulated each year.

Sick leave for all part-time employees working 35 hours or less per week will be five (5) sick days per year with no accumulation of sick leave.

Bereavement leave: Employees shall receive bereavement leave to make arrangements and/or attend funeral services for immediate family members. "Immediate family members" include parents, grandparents, children, grandchildren, siblings, and spouses. Exempt full-time employees shall receive three (3) days with pay. Non-exempt employees shall receive two (2) days with pay. If more time is needed, the employee may be permitted to apply sick leave or vacation leave with the approval of the Pastor.

Vacation leave for all full-time employees working 35 hours or more per week will be accrued as follows:

0-5 years of employment 14 days per year (2 Sundays only for pastoral staff)

6-9 years of employment 21 days per year (3 Sundays only for pastoral staff)

10+ years of employment 28 days per year (4 Sundays only for pastoral staff)

Full-time employees may not accrue vacation leave.

When full-time employees give at least two weeks (14 days) advance written notice of resignation, remaining unused vacation leave will be paid equivalent to quarterly intervals of the year. For example, if the employee departs in the first quarter, the equivalent of one quarter of unused vacation leave will be paid, and so forth.

Full-time employees who are called to serve for jury or military duty shall continue to receive full pay (less State jury compensation for those on jury duty) with the understanding that they return to their regular jobs when not required to serve.

All employees will be given paid days off for the following holidays:

New Year's Day
Easter Monday
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving and the Friday after Thanksgiving
Christmas Eve and Christmas Day

If a holiday falls on a Saturday, the holiday will be taken on the Friday before the date of the holiday.

If a holiday occurs on a Sunday, the holiday will be taken on the Monday following the date of the holiday.

Ministerial staff must take Saturday and one additional day per week off as approved by the immediate supervisor.

MEDICAL/HEALTH INSURANCE

The church shall provide medical/health insurance through the Southern Baptist Annuity Board [*GuideStone*] for all employees, ministerial and non-ministerial, working 35 hours or more per week. Any family members added to the plan would be at the employee's expense unless otherwise agreed upon at the time of employment. Any employee that chooses not to be covered under the church plan offered *will not* be compensated for the cost of any other plan or otherwise compensated.

DISABILITY & LIFE INSURANCE

The church shall provide the short-term economy plan for disability offered by the Southern Baptist Annuity Board [*GuideStone*] for all employees, ministerial and non-ministerial, working 35 hours or more per week. Employees have the option to purchase long term disability thru payroll deductions at the expense of the employee. Any family members added to the plan would be at the employee's expense unless otherwise approved by the church.

RETIREMENT BENEFIT

The church shall provide a retirement program through the Southern Baptist Annuity Board [*GuideStone*] for all ministerial employees working 35 hours or more per week. First Baptist Church of Shallotte is interested in providing immediate and future financial support for all of its employees. In addition to regular compensation, i.e. salary and housing allowance for all ministerial employees, First Baptist Church of Shallotte will remit to *GuideStone* for each employee an amount equal to ten percent [10%] of his/her regular compensation. The church will remit to *Guidestone* for all non-ministerial employees working 35 hours or more per week an amount equal to five percent [5%] of his/her regular compensation. The funding will be included in the annual budget as a separate line item. The funds for the retirement benefit cannot be converted or negotiated for other categories of compensation.

WORKER'S COMPENSATION

All employees of First Baptist Church of Shallotte are covered by Worker's Compensation insurance. Subject to applicable legal requirements, workers' compensation insurance covers an injury or illness sustained in the course of normal employment requiring medical treatment. Employees who sustain work-related injuries or illnesses must inform their supervisor immediately, thus enabling an eligible employee to qualify for coverage as soon as possible. Neither the church nor the insurance carrier is liable for benefits for injuries that occur during an employee's participation in recreational, social, or athletic activities, including those sponsored by the church.

SECTION V: PERSONNEL

EMPLOYMENT POSTINGS

The Personnel Committee posts notices of all job openings for non-exempt positions in local newspapers, church bulletins, and the church newsletter. However, the church reserves the right not to post a particular opening in any location.

HIRING

The Pastor and Personnel Committee will be responsible for the interviewing and hiring of **non-exempt** (non-ministerial staff) and temporary positions. The Personnel Committee shall make a recommendation to the church for hiring. The Personnel Committee shall be responsible for interviewing and selecting a candidate pending reference checks. The Personnel Committee will also have the responsibility to establish and maintain job descriptions as well as determine the rate of pay for available positions throughout the church dependent upon budget feasibility and approval by the church.

Exempt ministerial staff positions are recruited and filled by a Search Committee elected by the church. The Search Committee will be responsible for publicizing the position, interviewing and selecting the appropriate candidate to fill each exempt ministerial position.

Former employees that are rehired will receive time of service consideration. If the employee worked more than three consecutive years and their absence was two years or less, then the employee would be treated as if there had been continuous service.

REFERENCE CHECKING

The church requires appropriate reference checks to ensure that new employees are well qualified for employment. The Personnel Committee is responsible for conducting reference checks, including but not limited to: contacting previous employers, previous academic institutions, criminal background checks, and personal references.

Employment with the church is dependent upon the results of the employee's reference check. Should any information provided prove to be false, employment with the church will automatically be terminated.

EMPLOYMENT CATEGORIES

Each employee is designated as **non-exempt** or **exempt** from federal and state wage and hour laws. **Non-exempt**, part-time employees are to be paid for the hours agreed upon. If the employee works more than the agreed upon hours they are to notify the Senior Pastor and to take comp time the following week, or at a later time agreed upon with the Senior

Pastor. Non-exempt staff working more than 5 hours in a workday will receive an unpaid meal period of at least 60 minutes. However, employees who do not work more than 6 hours in a workday may voluntarily agree to waive their right to a meal period. **Exempt** employees are excluded from specific provisions of state and federal wage and hour laws. Exempt staff includes but is not limited to the ministerial staff.

As well as being classified as either non-exempt or exempt, employees are also classified by the amount of hours they work. Employees who work a schedule of at least 35 hours or more per week are considered full-time. Employees that work less than 35 hours per week are considered part-time.

JOB DESCRIPTIONS

Employees, regardless of position, shall be given a job description upon employment with the church to read and sign. The job description summarizes the duties and responsibilities and provides the employee with a specific overview of the purpose of the job. All employees must read and study his or her job description. If the employee has any questions, the employee must contact his or her immediate supervisor. The Personnel Committee and/or the church reserves the right to revise and update all job descriptions, verbally or in writing, from time to time, as it deems necessary and appropriate. If revised a copy of the updated job description will be furnished to each employee as soon as practical.

PERFORMANCE EVALUATIONS

On an annual basis, all employees will be given a performance evaluation. Formal performance evaluations provide the church as well as the employee the opportunity to discuss job tasks, identify and strengthen weaknesses, encourage and recognize positive attributes, and discuss strategies for meeting future goals. The performance evaluation is also an opportunity for the employee and supervisor to discuss what future goals and projects are expected. The Deacon Committee will be designated as the responsible body for performing the Senior Pastor's evaluation

Below is a brief outline of the Evaluation Process:

Step 1: Employee completes Self-Evaluation, Supervisor and/or Personnel Committee start to compile information for Employee Evaluation.

Step 2: Supervisor and/or Personnel Committee completes Employee Evaluation after reviewing Employee Self-Evaluation. The Employee

Evaluation may include comments and input from additional sources (i.e. additional supervisors, co-workers, memos to file, member comments, etc.). For example, the evaluation of the Administrative Assistant of the church might include comments from all the Pastors instead of just the Senior Pastor. This is because all Pastors ask her to do work and their evaluation of her work is equally important.

Step 3: Supervisor and/or Personnel Committee finalize Employee Evaluation and approve rating score.

Step 4: Supervisor and/or elected Personnel Committee member discuss results and future goals with employee. This is the opportunity for both supervisor and employee to discuss any ongoing problems or reinforce positive contributions. The employee may make notes or amendments to the evaluation before both the supervisor and employee sign acknowledgement.

Step 5: Supervisor and employee sign and date the evaluation document that acknowledges for the record that the performance evaluation process and interview were completed. The employee signs to indicate his/her commitment to fulfilling the goals for the coming year that he/she assisted in preparing and to which agreement is affirmed. The Chairman of the Personnel Committee or his/her designated representative will sign the same evaluation document on the behalf of First Baptist Church of Shallotte.

TERMINATION

Both employee and the church have the right to terminate employment at any time, with sensitivity to the interests of the employee and responsibilities of the church.

There are two types of termination: voluntary and involuntary. Voluntary termination is employee initiated, and the church initiates involuntary termination. Non-ministerial employees that give their resignation are requested to give the church notice of their intentions in writing two weeks prior to their last date of employment. Ministerial employees that give their resignation are requested to give the church notice of their intentions in writing four to six weeks prior to their last date of employment. Written letters of resignation should be given to the Senior Pastor, supervisor, or Personnel Committee.

There are also two types of involuntary termination, discharge and layoff. The church due to disciplinary action initiates an involuntary discharge. The church initiates involuntary layoffs due to non-disciplinary action. Employees that are terminated due to involuntary layoff are eligible for

possible severance, unlike all other types of termination. These employees may or may not receive a severance package.

ATTENDANCE & TARDINESS

It is important that employees work their assigned schedules as consistently as possible. However, the church does recognize that because of illness or emergency the employee may be unable to come to work. If the employee is unable to report to work for any reason, the employee must contact his or her immediate supervisor or the Pastor as soon as possible, but no later than thirty minutes prior to the beginning of the workday.

If the employee is absent because of illness for three or more days, the employee may be asked to provide medical certification. It is also the employee's responsibility to update the church, on a daily basis, on his or her condition. It is also the employee's responsibility to update the church on his or her condition should it require a short-term leave of absence.

Employees are expected to be at their workstation and ready to begin work at the beginning of scheduled work hours. Except in an emergency, employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence has a compelling reason. The church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call in according to church policy, will be considered "unexcused". Tardiness and absence, either "excused" and/or "unexcused", which develops an excessive pattern may result in disciplinary action, including but not limited to possible termination. Also, if an employee does not call in or report to work for two or more consecutive workdays, he/she may be considered to have voluntarily resigned.

SECTION VI: COMPENSATION

PAYDAY

Employees are to be paid weekly in keeping with the financial policies and on a day agreed upon by the Church Financial Manager and the Pastor.

COMPENSATION REVIEWS

As mentioned above, an employee's performance evaluation plays an intricate role in the compensation review. All employee wage increases are based on merit, employee performance throughout the last year, the labor market, competitive salary rates, budget feasibility, and church approval. A compensation review does not imply an automatic increase, only that the employee is eligible for consideration based on job performance. First Baptist Church of Shallotte values loyal, competent, and committed employees, therefore employees salaries demonstrate equitable wages, and reflect the requirements of the employee's position and level of competence they demonstrate.

PAYROLL DEDUCTIONS

First Baptist Church of Shallotte takes payroll deductions required by law, such as federal income tax, state income tax, and social security (if applicable). The employee must authorize any other payroll deductions, such as medical, disability, or life insurance, from the employee's check in writing before First Baptist Church of Shallotte will begin deducting.

First Baptist Church of Shallotte will pay matching Social Security benefits on all ministerial staff.

Each paycheck stub the employee receives will itemize the amounts withheld. As a suggestion, we advise employees to keep all paycheck stubs for future reference. First Baptist Church of Shallotte will issue a W-2 form for each employee at the end of the calendar year for tax purposes. If the employee has any questions about deductions or tax classifications, the employee must reference the Financial Policies & Procedures Manual. The church complies with all applicable federal and state laws regarding garnishment and assignment of wages.

PAY ADVANCES

First Baptist Church of Shallotte does not provide pay advances on unearned wages to employees under any circumstance.

EXPENSE REPORTING

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports, along with supervisor approval. Employees are required to submit these reports within thirty days of the expenditure to ensure proper accounting and prompt reimbursement.

SECTION VII: MISCELLANEOUS

DRESS CODE

The employee's appearance reflects not only the employee as an individual, but on the church as well. The church expects the employee to take pride in his or her appearance and to strive to achieve a positive business-like image when representing the church. Should the employee's appearance be untidy or unacceptable for the church environment, either the direct supervisor or the Pastor will address it with the employee personally.

SAFETY

First Baptist Church of Shallotte expects every employee to obey safety rules and to exercise caution in all work-related activities. Employees must report any unsafe conditions immediately to their supervisor and/or Pastor. Employees who violate safety standards, cause hazardous situations, or fail to report dangerous conditions and activities may receive disciplinary action, including termination of employment.

UNFORESEEN CIRCUMSTANCES

Employees will not be expected to use personal days for unforeseen circumstances that may warrant the closing of the church for any period of time. Types of unforeseen situations are: severe weather, power outage, fire, or severe vandalism. An employee may be off for unforeseen circumstances only with prior approval of the Pastor or Personnel Committee.

OUTSIDE ACTIVITIES

All employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on the reputation or interest of the church. Any outside employment must be approved by the Pastor or Personnel Committee.

COMPUTER, INTERNET & EMAIL USE

First Baptist Church of Shallotte provides computers, email services, Internet connection, and software as resources to increase efficiency and effectiveness for certain staff members. The church prohibits the use of technology in ways that are immoral, disruptive, offensive, or harmful to others. Misuse includes, but is not limited to, communication of ethnic slurs, offensive jokes, or any material that shows disrespect to any

individual or group. Employees may receive personal emails as they would receive personal letters; however, employees may not use the email system to promote commercial ventures, political causes, and organizations not related to the mission of First Baptist Church of Shallotte.

All Internet usage is limited to job-related activities and occasional personal use that does not interfere with employees' duties, responsibilities, and commitment to the church. A quick check of weather or news is acceptable. Extended use for personal entertainment or financial gain is not acceptable. The equipment, services, and technology provided at the church remain at all times the property of First Baptist Church of Shallotte; therefore, the church reserves the right to monitor Internet traffic and to access any data composed, transmitted, or received through on-line connections and/or stored in the church's computer systems.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Abuse of Internet policies and/or laws will result in disciplinary action, including possible termination.

The use of online communication and social media, such as Twitter, Facebook, or blogs, by employees of First Baptist Church shall reflect the values and principles expected of employees in all public venues. Employees shall at all times treat online posts and respondents with respect and courtesy, and shall post no photos, graphics, or artwork which are inappropriate or non-Christian in nature. Employees shall not post or engage in online communications which in any way reflect negatively on the church, misrepresent the church, subvert the mission or values of the church, or which are otherwise inappropriate, argumentative, or immoral.

TELEPHONE USE

Employees are expected to use good judgment and common sense when it comes to personal phone calls. Personal long distance calls should not be initiated from the church telephone system in case of an emergency. Employees who violate this policy may be subject to disciplinary action, including possible termination.

DRUG & ALCOHOL USE

First Baptist Church of Shallotte is a drug-free, healthy, and safe workplace. The church requires employees to report to work in

appropriate mental and physical condition to perform their jobs in an efficient and effective manner.

The use, sale, transfer, possession or being “under the influence” of alcohol, drugs or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct, which may adversely affect the reputation or interests of the church, is prohibited. Violation of this policy will result in disciplinary action, up to and including possible termination.

ORIENTATION

All new employees will be provided with an orientation period upon employment on the first day of employment or as soon as possible thereafter. A copy of this manual will be provided at that time. The Pastor, immediate supervisor, or the Personnel Committee will be responsible for conducting this orientation. The Pastor Search Committee will be responsible for the orientation of the Pastor.

With adaptations to fit the particular needs of the employee, the orientation will include the following:

1. A tour of the church facilities.
2. An introduction to all staff.
3. An explanation of employee benefits. Enrollment of necessary health, retirement plans, government forms, etc. will be completed at this time.
4. An explanation of church personnel policies, procedures, pay dates, and work hours, etc.
5. An explanation of job duties and review of job description.
6. An explanation of how the staff is organized to carry out the church mission, programs and ministries.
7. A review of the church history.
8. A review of major calendar events, programs, ministries, schedule of services by season, and calendar of activities.
9. A tour of the community for new ministerial staff.

PROBATIONARY PERIOD

All new non-ministerial employees will be considered probationary employees for a period of ninety days upon employment. Before the end of the probationary period, the supervisor will conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee’s personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee dismissed. In any event, the

probationary period cannot be extended for more than one additional ninety day period.

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT & RECEIPT

This is to acknowledge that I have received a copy of First Baptist Church of Shallotte's Personnel Policies and Procedures Manual. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, code of conduct and sexual harassment policy. I also understand that it is my sole responsibility to read, understand and comply with the standards that have been established. I hereby agree to comply with the policies set forth therein. I further understand that the Personnel Committee and/or the church reserves the right to modify, supplement, rescind, revise, or amend any policy, benefit or provision as it deems necessary or appropriate.

I further acknowledge that no oral or implied agreement will alter, change or amend this agreement.

Employee Signature

Employee Name (Please Print)

Date

Chairman or Representative of the Personnel Committee – Signature

Chairman or Representative of the Personnel Committee [Please Print]

Date